

VEHICLE REGISTRATION AND PARKING REGULATIONS

Edinboro University of Pennsylvania Police Department

All vehicles parked on campus must display current parking decals or permits, available from the University Police Department, located at 911 Scotland Road.

TO OBTAIN PARKING DECALS:

After registering your vehicle online, bring your vehicle owner's card (registration), valid driver's license, and current Edinboro ID photo card (with your @ ID# on the face of the card) to the Campus Police Department to receive your decals. Temporary registration may be presented for recently purchased vehicles. *Vehicles must belong to the employee, student or immediate family member* (father, mother, sister, brother or spouse).

A \$75 fee, as established by the Council of Trustees, will be posted to the student account and is payable to the Bursar's Office, Hamilton Hall for each set of decals issued. Decals may be obtained for a maximum of two vehicles and a motorcycle; the fee for all sets of decals is the same. Decals for the school year expire on June 1.

To complete the Online Vehicle registration go to: <http://www.edinboro.edu/> keyword search Parking Decal.

(NOTE: All motorcycles must be registered online as well.)

Fill in the form completely and press 'register'. If prompted to enter a second vehicle and you are not registering a second vehicle, re-enter vehicle #1 information. Bring your current driver's license, vehicle registration(s) and Edinboro ID card for confirmation of submitted data.

Decals must be placed on vehicle
FRONT AND REAR BUMPERS – DRIVER'S SIDE – on vertical surface.

Decals can be removed by applying heat and peeling the decal off slowly.

VEHICLES AND MOTORCYCLES WILL BE TICKETED FOR FAILURE TO DISPLAY DECALS AS REQUIRED

TYPES OF DECALS – ASSIGNED PARKING LOTS – HOURS OF ENFORCEMENT:

Vehicles must be parked in assigned lots during hours of enforcement. A map showing all lots is located at www.edinboro.edu/parkingmap. Vehicles must be parked in spots (between yellow lines) at all times. At no time is parking permitted on the grass, gravel, or in any area not designated for parking.



= All students living on campus in a University residence hall. Resident lots include those designated with the letter "R" on the map.
Hours of enforcement: 24 hours a day, 7 days a week (excludes dual lots).



= All students living off campus. Commuter lots include those designated with the "C" and the commuter section of dual lots.
Hours of enforcement: 8:00 a.m. to 4:00 p.m., Monday through Friday.



= Employee lots are designated in "RED" on the map. Hours of enforcement Monday through Friday: The side lot of McComb is enforced until 10:00 p.m. All other E lots are enforced until 4:00 p.m.

****NOTE** ALL AUXILIARY EMPLOYEES WITH "A" DECALS AND RETIREES WITH "P" DECALS MUST PARK IN "E" LOTS ONLY**

TEMPORARY PARKING PERMITS: Campus visitors and students/staff/faculty/auxiliary who have current decals but are temporarily using an alternate vehicle may obtain a temporary parking permit at the University Police Department. Temporary permits are valid only as dated and are not transferable from one vehicle to another. Students may receive up to 3 free temporary parking permits per semester. Individuals who alter or misuse temporary permits will be ticketed.

REPLACEMENT DECALS: Anyone who has to replace a bumper or who has lost a decal on a vehicle that is currently registered may obtain replacement decals. A \$25.00 replacement decal fee will be charged to student accounts and is payable at the Bursar's Office, Hamilton Hall. Employee replacement decals are free. Decals are vehicle-specific and are non-transferable. If you purchase a new vehicle you must obtain new decals at a cost of \$75.00.

HANDICAPPED PARKING SPACES: Handicapped spaces are designated by the State of Pennsylvania for individuals who display official State handicapped license plates or hang tags (available only from the State). Unauthorized vehicles parked in handicapped spaces will be ticketed with a \$100.00 fine.

MISUSE OF DECALS: Individuals who obtain or display illegally (e.g., present false information at the Police Office when obtaining decals, possess stolen decals or decals registered in someone else's name) will be ticketed for misuse of decal, or if applicable, cited through the District Magistrate's Office.

VEHICLES CAN BE TICKETED EVERY 3 HOURS IN THE SAME LOT.

Parking tickets will be issued to vehicles that are in violation of Edinboro University parking regulations. Ticket fines of \$30 each are payable online at <http://edinboro.t2hosted.com> or at the Bursar's Office in Hamilton Hall. Parking fines must be paid within 10 calendar days or a \$10 late fee will be assessed and a hold will be placed on the student's account. Failure to abide by the above regulations and the Edinboro University Traffic Code may result in loss of decals and parking privileges and booting, towing and impounding of the vehicle. Anyone who repeatedly violates parking regulations may be referred to the Office of Student Judicial Affairs for disciplinary action. Parking ticket appeals: students, staff may appeal online at <https://my.edinboro.edu/group/mycampus> then click on the Appeals icon. Guests may appeal in writing at the Police Department. Appeal of violations must be done within (72) hours. Appealing does not extend the 10-day limit.

Vehicles with three or more unpaid tickets are subject to being booted with an additional fine of \$50.

UNIVERSITY ROADWAYS ARE GOVERNED BY THE PENNSYLVANIA VEHICLE CODE

By policy, every employee, contracted employee and student of Edinboro University of Pennsylvania who maintains or operates a vehicle on the University campus must register the vehicle with the Campus Police. The Campus Police verify the identity of University employees, students and auxiliary staff members using driver's license and vehicle registration data. Vehicle information is gathered each year from which parking decals are issued.

The Department of Homeland Security and the Commonwealth of Pennsylvania have designated the institutions of the Pennsylvania State System of Higher Education as emergency sites within the Commonwealth. The role requires heightened security as well as awareness of vehicles parked on campus. During an emergency situation, only valid (current) decals will be permitted on campus.

Thank you for your patience and understanding as the Campus Police request the information.